



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: LIBC Government Affairs Office Coordinator

Office of Treaty Protection and Policy Development

Re-Advertised

OPEN: March 17, 2022

EXEMPT: Yes

SALARY: (9) \$25.09-\$28.10/hr. DOE

SHIFT: Day

LOCATION: Council Operations

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Policy

DEPARTMENT: Gov. Affairs & Treaty Protection Office

SUPERVISOR: Director of Gov. Affairs

VACANCIES: 1

JOB SUMMARY: The Lummi Indian Business Council (LIBC) Government Affairs Office Coordinator works under the direction of the Director of Government Affairs, to assist with the coordination, administrative implementation, and technical support services necessary for the LIBC to implement their duty to protect the Nation's Sovereignty and Treaty Rights. The Office Coordinator shall support the Government Affairs team with achieving department goals and objectives with coordinated, organized, and accountable administrative practices. Duties include writing letters, policy memos, drafting LIBC resolutions, and other official policy documents; assisting with budget management; and gathering and analyzing information to assist in developing recommendations and informing decision making on government matters, Treaty Rights policy positions and Natural Resource management issues.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Coordinate and document meetings and following up on outcomes i.e., policy position recommendations and correspondence;
2. Assist with reviewing policy recommendations from LIBC Departments and Commissions, Boards, and Committees (CBCs);
3. Conduct research on government policy and budget issues related to Sovereignty and Treaty Rights;
4. Evaluate proposed policy initiatives related to self-governance and Treaty Rights at Risk;
5. Draft legislation and assist senior staff with elevating recommendations;
6. Coordinate, facilitate, and document LIBC meetings under supervisor's direction;
7. Participate in policy and technical processes with program staff and coordinate information and actions needed to protect and maximize Lummi U&A and Treaty Rights objectives;
8. Produce written notes that communicate meeting outcomes for LIBC review;

9. Assist in supporting LIBC members with background on Treaty Rights at Risk;
10. Participate as technical staff in policy and procedure meetings; and
11. Work in coordination with other policy advisors, budget, fiscal, legal staff as needed.
12. Provide administrative/technical support to the Government Affairs Office;
13. Ensure Office files are organized, maintained, and updated regularly assuring older files are indexed and sent to Archives Department required by policy;
14. Inform the Governmental Affairs Director and office staff on national, regional, and local meetings, activities, and maintain an event calendar of critical meetings/hearings/tribal consultations;
15. Coordinate meetings for the Government Affairs Office. This will include developing agendas, compiling information packets, and informing appropriate staff of the agenda;
16. Coordinate all travel arrangements for the Office staff as requested;
17. Receive and manage mail directed for Government Affairs and Treaty Protection and promptly alert the Director when priorities arise;
18. Writing letters and memos to (LIBC) internal and external parties and send to proper party as needed;
19. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Native Studies Leadership, Political Science, Natural Resources, or related field.
- Three (3) years of experience with Tribal government and process, experience in tribal administration, and knowledge of Lummi treaty Rights and Self-Governance objectives.
- Two (2) years of office experience including knowledge of office equipment and office procedures.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must be proficient with Microsoft Office, such as Word, Excel, Outlook, and Teams; and be able to use Accufund etc.
- Ability to coordinate/facilitate meetings and have excellent oral and written communication skills, cultural sensitivity, empathy, and cooperative problem-solving approach.
- Excellent research and critical thinking skills
- Demonstrated ability to produce oral and written technical reports in a timely manner.
- Must be able to Record and transcribe any meeting minutes and other meetings and submit to the Government Affairs Director and/or Treaty Protection Manager in a timely manner.
- Must possess good written communication skills including grammar, spelling, punctuation, proofreading, and the ability to provide formatting for letter, resolutions, and records in a timely manner.
- Must have the ability to plan and schedule concurrent events.
- Proficient with MS Office and other commuter applications.

- Knowledge of Treaty Rights, self-governance, natural resources management, health care, and education.
- Ability to effectively work as a team and with elected officials.
- Ability to work independently and meet deadlines.
- Must be able to follow best business practices by following all HR Policies, with emphasize on reporting to the Director, ensuring the Chain-of-Command and strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free workplace Policy.
- Position requires Criminal Background Check.
- Pursuant to Lummi Code of Laws 17.02.020, must be at least 21 years of age, of high moral character and integrity, and never have been convicted in the Lummi Tribal Court or other court of a felony.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.